



Engineering Excellence Awards

2025 Checklist

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Before sending your e-submittal or project board, use this checklist to ensure that all required items are included meet the requirements. (NOTE: This is a basic checklist; please ensure that all of the details in the rules are also met.)

| ITEM | DETAILS |
|----------------------------------|---|
| Project Board | |
| Panel Size | 30"x30" matte finish, laminated front, mounted on foam core |
| Photos or Graphics | Up to six (not including background image), 35 sq.-in.-minimum size each |
| ACEC Colorado EEA Logo | Downloaded and included on front of panel with a white or screened/transparent background behind the ACEC Colorado EEA logo. |
| Word Limit | 250 words max. (does not include captions) |
| Information | Include project title & location, client name & location, entrant's name & location |
| Online Submittal Material | |
| Executive Summary | Overview of project. Describe the problem and solution; project title and entry category must appear at the top of the page. Specifications: 8.5" x 11", 1" side margins; single-spaced text; 12 pt. minimum size font; may not include images; PDF format. |
| Official Entry Form | PDF of signed national submission form with client signatures |
| Project Description | Up to three-page PDF, including 100 to 500-word "layman" summary |
| Photos with Captions | Up to six (6) 300 dpi (1920x1080 pixels) RGB JPG images, landscape orientation (max. 1.2 MB each), named per guidelines. <i>May be different than those on board.</i> Captions may be entered once photos are uploaded to portal |
| Electronic Project Board | Print artwork of 30x30 board to 8½"x11" 300 dpi RGB PDF (there will be white space) |
| Photo Release Form | Photo release form that allows ACEC Colorado to use for electronic and print material. Photo release must be signed by firm and client. Include any credit that must be used (e.g., "©2024 Photographer Name"). |